

RECORD SERIES DESCRIPTIONS

A Guide to Missouri's General Retention Schedule

This guide is designed to help you determine how to categorize the documents that your agency is responsible for. The term *agency* is used loosely. It may be replaced by *office*, *department*, *division*, *board*, *commission*, etc. whichever is applicable to your function in state government.

Administrative Records

Administrative records are those materials that assist the agency in performing its primary functions.

1. Policy and Procedure Files

Records that document the formulation and adoption of policies and procedures as well as those that document the implementation or management of the programs or functions of the agency. Examples of policy and procedure records are:

- (a) policies and procedures developed by the agency that govern the agency's operation;
- (b) correspondence with citizens or other government officials regarding policies, procedures, or program administration;
- (c) annual, ad hoc, narrative, or statistical reports on program activities, achievements, or plans;
- (d) studies regarding agency operations;
- (e) records related to significant events in which the agency participated.

2. General Correspondence Files

A. Administrative Support

Records of a general nature that were created or received in the course of administering the agency's programs. Examples of administrative support documents are:

- (a) correspondence of a routine or repetitive nature, such as requests for information (except Sunshine Requests – see item ten, *Public Information Requests and Documentation*);
- (b) interoffice or interdepartmental communications which do not subsequently result in the formulation of policy;
- (c) daily, weekly or monthly activity reports that are summarized in annual reports or that relate to routine activities (including work progress or statistical reports prepared in the agency and forwarded to higher levels within the agency);
- (d) daily, weekly, or monthly work assignments (including duty roster files) for agency staff;

- (e) calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of state employees; and
- (f) unpublished calendars of events and activities.

B. Transitory Materials

Documents of short-term interest that have no documentary or evidentiary value. Examples of transitory correspondence are:

- (a) routine requests for information or publications which require no administrative action, policy decision, or special compilation or research;
- (b) replies to routine requests as stated above;
- (c) letters of transmittal that do not add any information to that contained in the transmitted material;
- (d) quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as holiday notices, charitable campaigns, etc.

3. Records Management Files

Materials relating to the agency's records management program.

A. Agency Retention and Disposition Schedule

Document that grants the agency the authority to dispose of records having met their retention requirements. The agency retains a copy. The record copy is filed in Secretary of State's Office – Records Management Division.

B. Records Transmittal Forms

Documents that permit the agency to store records in the State Records Center. The agency retains a copy. The record copy is filed in Secretary of State's Office – Records Management Division.

C. Destruction Certificates

Documents that verify the destruction of records that have met their retention requirements.

D. Transfer Certificates

Documents that authorize and confirm the transfer of records that have met their retention requirements to the Missouri State Archives.

4. Rules and Regulations

Agency copy. Record copy filed in Secretary of State's Office – Administrative Rules Division.

5. Equipment Inventory

Listing of the agency's fixed assets.

6. Meeting Minutes

A. Minutes of Official State Committees, Commissions, Boards, and Councils

Original official records of the proceedings of meetings. May include agendas and other supporting documents.

B. Verbatim Recordings (Stenographic, Audio, or Video)

Recordings of meetings made exclusively for note-taking or transcription of official meetings or proceedings.

C. Agency Staff/Committee Minutes

Records relating to establishment, organization, membership, and policy of internal committees or staff meetings. May include agendas, handouts, minutes, final reports, and related records documenting the accomplishments of the committee.

7. Personnel Records

A. Active employee

Official employment history of state employees. Must include date of hire and rehire documentation as well as date and cause of termination or suspension. Must also include the Federal I-9 form (Employment Eligibility Verification). May include application, resume, personnel actions, evaluations, applications for insurance and benefits, training records, etc.

B. Inactive File or Summary Card

May include the following pertinent information condensed from the personnel file: appointments; resignations; promotions; salary; all accumulated sick leave; etc.

8. Time and Attendance Files

Records related to timekeeping – including timesheets, requests for leave, requests for compensatory time, etc.

9. Photographs

Photographs or collections of photographs documenting agency operations, programs, or significant events in which the agency participated. May also include an index.

10. Public Information Requests and Documentation

Requests for information pursuant to RSMo 610 (Sunshine Law) and related documentation

For detailed information about Missouri's Sunshine Law, go to the Attorney General's web site: <http://www.ago.state.mo.us/sunintro.htm> Be sure to take note of the Frequently Asked Questions. In particular, be certain to review the answer to **“How can a public**

governmental body, its members and employees demonstrate they have acted in compliance with the Sunshine Law?”

Fiscal Records

Fiscal records are those materials that establish the agency's financial rights and obligations

11. State Auditor's Audit Reports

Agency copy. Record copy filed in State Auditor's Office.

Legal Records

Legal records are those materials that demonstrate the agency's compliance with legal requirements or materials that document the agency's functions, activities, or structure

12. Attorney General Opinions

Agency copy. Record copy filed in Attorney General's Agency

13. Contracts

The Missouri statute of limitations (RSMo 651.110) governing written contracts for the payment of money or property is ten years after the completion or expiration of the contract. The statute of limitations (RSMo651.120) for all other contracts is five years. Reference: *Hughes Development Co. v. Omega Realty Co*, 951 S W. 2d 615 (Sup. Ct., Mo., 1997)